

Electronics Technician - Navigation (ETV)

July 2021





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Electronics Technician - Navigation community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Electronics Technician - Navigation?

Electronics Technician - Navigation roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Electronics Technician - Navigation roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Basic Enlisted Submarine School (BESS) and Submarine Electronic Computer Field (SECF) Schools at NAVAL SUBMARINE SCHOOL, Groton, CT, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:



ETV CAREER PATH (SS)



Electronic Technicians receive extensive training in the operation and maintenance of advanced electronic equipment and computers used in submarine navigation systems. Responsible for operational plan development and execution; the operation and routine care of local and interior communications systems, computers, RADAR, and complex electronic and electro-mechanical equipment. ETVs are a vital element in the precise navigation of the submarine. At sea, operates, maintains, repairs and tests navigation and interior communications equipment. Assists the Officer of the Deck and the Navigator in all aspects of surfaced and submerged navigation. Ashore, instructor of basic electronics, electronics maintenance, equipment operation, and navigation practices.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ETVCM	21.1 Yrs	CSEL	36	4 th Shore Tour Billet: CSEL Duty: TYCOM /SQD/CTF/GRP
23-26	ETVCM ETVCS	21.1 Yrs 17.3	CSEL, COB	48	4 th Sea Tour Billet: COB/ANAV/3MC/SWSMC/LCPO Duty: Submarine/Special Projects Qualification: DOOW/ Pilot/MCO/ DCPO/SWDO
20-23	ETVCM ETVCS ETVC	21.1 Yrs 17.3 12.3	CSEL, ECM	36	3 rd Shore Tour Billet: CSEL/TYCOM/SSP/CTF/ SQD/Instructor/GRP Duty: TYCOM/SQD/NSSC/GRP School House/Special Projects Qualification: CRE, SEAC, MTS, CDO.
16-20	ETVCS ETVC ETV1	17.3 Yrs 12.3 8	CSEL, CWO, OCS, MECP	48	3 rd Sea Tour Billet: COB/ ANAV/LCPO/3MC Duty: Submarine/Special Projects/ Submarine Tender Qualification: DOOW/Pilot/MCO/COW/ MWS/DCPO/SWDO
12-16	ETVCS ETVC ETV1	17.3 Yrs 12.3 8	CSEL, LDO, OCS, MECP	36	2 nd Shore Tour Billet: TYCOM/SQD/CTF/NPC/GRP Instructor/ Special Projects Duty: Staff/School House Qualification: CRE/SEAC/MTS/CDO
8-12	ETVC ETV1	12.3 Yrs 8		48	2 nd Sea Tour Billet: ANAV/LCPO/LPO Duty: Submarine/Special Projects/ Submarine Tender Qualification: ANAV/DOOW/Pilot/MCO DCPO/COW/MWS/NAVSUP/NAVCTR SUP
4-8	ETV1 ETV2 ETV3	8 Yrs 4 2.7	STA-21, OCS, MECP	36	1 st Shore Tour Billet: RDC/Recruiting/Instructor/CTF/NSSC Duty: RTC/School House/CTF/IMF Qualification: MTS, RDO, ASEAC,CDO
1-4	ETV2 ETV3	4 Yrs 2.7	Naval Academy, NROTC	48	1 st Sea Tour Billet: Operator/Technician Duty: Submarine Qualification: QMOW/NAVWATCH /BDW/Submarine Warfare
1+/-	ETV3 ETVSN ETVSA Accession Training	2.7 Yrs 8 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



ETV CAREER PATH (SS)



Notes:

1. "A" School is required.
2. Personnel in a DESIGNATOR 8 status are disqualified from Submarine service, are not eligible for advancement, and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.
3. Acronyms:

ANAV:	Assistant Navigator
COW:	Chief of the Watch
DOOW:	Diving officer of the Watch
BDW:	Below Decks Watch
MTS:	Master Training Specialist
SEAC:	Submarine Area Exercise Coordinator
ASEAC:	Assistant Submarine Area Exercise Coordinator
RDO:	Repair Duty Officer
SEAC:	Submarine Exercise Area Coordinator
SSP:	Strategic Systems Programs
CRE:	Combat Readiness Evaluation
SWDO:	Strategic Weapons Duty Officer
SWSMC	Strategic Weapons System Master Chief
4. Rating NECs:

T16A:	SSGN Navigation Equipment Maintenance Technician
T18A:	Navigation Equipment Maintenance Technician
T19A:	Navigation Equipment Operator
T20A:	SSN 774 Class Navigation and Ship's Electronic Equipment Technician
T21A:	Submarine Assistant Navigator
T23A:	SSN 21 Class Navigation Equipment Maintenance Technician
T26A:	Electronics Technician Trident II SWS D-5 Backfit/SWS Navigation Maintenance Technician
T27A:	Electronics Technician Trident II SWS D-5 Backfit/SWS Navigation Operator
T30A:	SSBN SSI INC 4 Electronics Technician Journeyman
T31A:	SSBN SSI4 Electronics Technician Navigation Maintainer
T38A:	Strategic Weapons System Master Chief (SWSMC)

Consideration for advancement from E6 to E7

- FULLY QUALIFIED if they have served as a LPO for greater than 12 months and have the following qualifications: QMOW, Navigation Supervisor (ALL CLASSES), NAVCENTER Supervisor (SSBN only).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified ANAV, COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:

Fully QUALIFIED if they have served as a LPO AND are qualified either STBD Tethered Management System (TMS), OR ROV Pilot, OR Port Payload (PPHL), or Mission Navigation Watch, OR EES1 Technician.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either Mission Duty Chief (MMP DCPO) or COW/DCPO as stated above.



ETV CAREER PATH (SS)



Detachment TRITON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (MWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or COW/DCPO as stated above.

Detachment POSEIDON:

FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (formerly Projects Watch Supervisor (PWS)).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or COW/DCPO as stated above.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Consideration for advancement from E7 to E8

- FULLY QUALIFIED if they have served as a LCPO or ANAV for 12 months and are qualified ANAV, COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:

Fully QUALIFIED if they have served as a LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Mission Duty Chief (MMP DCPO), Mission Watch Supervisor, and Research Duty Officer or DOOW/PILOT as stated above.

Detachment TRITON:

FULLY QUALIFIED if they have served as a Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or DOOW/PILOT as stated above.

Detachment POSEIDON:

FULLY QUALIFIED if they have served as Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or DOOW/PILOT as stated above.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.



ETV CAREER PATH (SS)



Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Consideration for advancement from E8 to E9

- FULLY QUALIFIED if they have served as an LCPO or ANAV for 12 months and are qualified ANAV and DOOW (688/SSBN/SSGN) or PILOT (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Chief of the Boat AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.



ETV CAREER PATH SELECTED RESERVE (SELRES)

Electronic Technicians, Submarine Navigation (ETV) receive extensive training in the operation and maintenance of advanced electronic equipment and computers used in submarine navigation systems. Similar to the Active Component, the Reserve ETV's can support the routine operations of SUBOPAUTH as SEAC/ASEAC and CTF Watchfloors, and support the maintenance of complex navigation electronics and RADAR systems at maintenance commands. Dissimilarly from the Active Component, Reserve ETV's will not operate navigation systems and shipboard electronics on submarines at sea, but will be tasked with providing the Submarine Force Reserve Component with shore-based maintenance and Anti-Submarine Warfare expertise to Combined Task Force Operations commands and deploy for Strike Group Operations. ETV's will typically be billeted in either the Undersea Warfare (UWO) Competency or the Expeditionary Maintenance (EM) Competency in the Submarine Force Reserve Component (SFRC).

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT	
26-30	ETVCM	21.1 Yrs	CSEL	N/A	CMDPCM	
23-26	ETVCM ETVCS	21.1 Yrs 17.3	CSEL, COB	N/A	Duty: SFRC Competency SEL Senior Enlisted Academy SFRC Regional SEL CMDPCM/CMDCS	
20-23	ETVCM ETVCS ETVC	21.1 Yrs 17.3 14.7	CWO, ECM	N/A	SFRC Deputy SEL SFRC Regional SEL Unit SEL Qualification: TASWWS, TASWWO, ASEAC/SEAC	
16-20	ETVCS ETVC ETV1	17.3 Yrs 14.7 9	LDO, CWO, OCS, MECP, CSEL	N/A	Unit SEL LCPO Qualification: Master Tactical Plot, Database Manager, TASWWS, ASEAC/SEAC	
12-16	ETVCS ETVC ETV1	17.3 Yrs 14.7 9		N/A	Unit SEL LCPO LPO Work Center Supervisor Qualification: Master Tactical Plot, Database Manager, TASWWS, ASEAC/SEAC	
8-12	ETVC ETV1	14.7 Yrs 9		N/A	(Active) 2 nd Sea Tour Billet: ANAV/LCPO/LPO Duty: Submarine Special Projects Submarine Tender Qualification: DOOW, COW, PILOT, DCPO, NAVSUP, NAVCENTER SUP (SSBN Only), MCO	(Reserve) Duty: Unit SEL LCPO, LPO, Work Center Supervisor, Qualification: Master Tactical Plot, Database Manager, TASWWS, ASEAC/SEAC
4-8	ETV1 ETV2 ETV3	9 Yrs 4 2.7	STA-21, OCS, MECP	36	1 st Shore Tour Billet: RDC/Instructor/CTF Duty: RTC, School House, CTF, IMF Qualification: MTS, SEAC, CDO	
1-4	ETV2 ETV3	4 Yrs 2.7	Naval Academy, NROTC	48	1 st Sea Tour Billet: Operator/Technician Duty: Submarine Warfare (SS) Qualification: QMOW, NAVWATCH, BDW	



ETV CAREER PATH SELECTED RESERVE (SELRES)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1+/-	ETV3 ETVSN ETVSA Accession Training	2.7 Yrs 8 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is required for this rating.
2. This is not a compressed rating.
3. When able, SELRES Sailors should try to earn a Warfare qualification.
4. In addition to the above career path, an ETV is advanced due to their proven leadership, performance, and qualifications.
5. Rating NECs:

14GM - SSGN Navigation Maintenance Electronics Technician
 14NM - Navigation Equipment Maintenance Technician
 14NP - SSN 774 Class Navigation and Ship's Electronic Equipment Technician
 14NV - SSN/SSBN Assistant Navigator (ANAV)
 14TK - SSN 21 Navigation Technician
 14XM - Electronics Technician Trident II SWS D-5 Backfit SWS Navigation Maintenance Technician
 14XO - Electronics Technician Trident II SWS D-5 Backfit SWS Navigation Operator
 14ZS - SSBN SSI Inc 4 Electronics Technician Journeyman
 14ZT - SSBN SSI4 Electronics Technician (NAVIGATION) Maintainer
 3329 - Navigation Electronics Operations and Maintenance Technician (TRIDENT II D5 Backfit SWS)

Considerations for advancement from E6 to E7

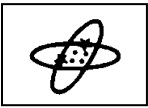
E7 Selection Board. Highly competitive candidates for selection as a Chief Petty Officer have met many or all of the following milestones:

- Prior to selection for E7, candidates should successfully complete an LPO tour for a minimum of 12 months and have leadership bullets indicating this in their evaluations.
- Candidates should have the following qualifications: Theater ASW Watch Supervisor, or Submarine Exercise Area Coordinator (SEAC).

Considerations for advancement from E7 to E8

E8 Selection Board. Highly competitive candidates for selection as a Senior Chief Petty Officer have met many or all of the following milestones:

- Prior to selection for E8, candidate should successfully complete a Unit SEL or LCPO tour for a minimum of 12 months.
- AT/ADT/ADSW duties to a TYCOM, CTF, Submarine Group/Squadron, NSSC/NSSF, and instructor duty. Candidates should have leadership roles at their command.
- While unable to be detailed to a NOSC Command Chief billet, some candidates may have periods of filling in for the NOSC Command Chief documented in their evaluation which should be looked at favorably.



ETV CAREER PATH **SELECTED RESERVE (SELRES)**

Considerations for advancement from E8 to E9

E9 Selection Board. Highly competitive candidates for selection as a Master Chief Petty Officer have met many or all of the following milestones:

- Prior to selection for E9, candidates should successfully complete a Unit SEL/Competency Regional LCPO tour for a minimum of 12 months.
- AT/ADT/ADSW duties to a TYCOM, CTF, Submarine Group/Squadron, NSSC/NSSF, and instructor duty. Candidates should have leadership roles at their command.
- Candidates with NEC 9578 should be looked at favorably.

Acronyms:

NOSC – Navy Operational Support Command
TYCOM – Type Commander
NSSC/NSSF – Naval Submarine Support Command/Facility
AT – Annual Training
ADT – Active Duty for Training
ADSW – Active Duty for Special Work
TASWWA – Theater Anti-Submarine Warfare Watch Assistant
TASWWS – Theater Anti-Submarine Warfare Watch Supervisor
TASWO – Theater Anti-Submarine Watch Officer
SEAC – Submarine Exercise Area Coordinator
ASEAC – Assistant Submarine Exercise Area Coordinator



Electronics Technician - Navigation Occupational Advancement Requirement Standards (OARS) to E4 NAVEDTRA 44042

NAME: _____

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

ADMINISTRATION

Task Objective	** Supv Init	Date
Compute celestial event times (e.g. sunrise/sunset, moonrise/moonset, high/low tides, etc.)		
Maintain navigation messages (e.g. Operational Orders (OPORD), Operations Schedules (OPSKED), Submarine Notices (SUBNOTE), etc.)		
Maintain navigation records (e.g. deck logs, bearing logs, position logs, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

CHART PREPARATIONS

Task Objective	** Supv Init	Date
Calculate turn information (e.g. slide bar, turn bearing, turn range, etc.)		
Correct nautical charts		
Establish voyage plans (e.g. Plan of Intended Movement (PIM), departure/arrival, Speed of Advance (SOA), etc.)		
Plot anchorages		
Plot arc of visibility of lights		
Plot moving havens		
Plot navigational hazards (e.g. danger ranges, danger bearings, shoal water, etc.)		
Report aids to navigation (e.g. buoy systems, natural or man-made navigation aids, navigation lights, etc.)		

** Supv Init may be LPO or E5 or above designee

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COMMUNICATIONS AND ALARM SYSTEMS

Task Objective	** Supv Init	Date
Adjust amplified communication systems		
Align sound-powered telephone distribution matrices		
Clean alarm switchboards		
Clean amplified communication systems		
Clean liquid level alarm sensing devices		
Clean pressure alarm sensing devices		
Clean shore telephone systems		
Clean sound-powered telephone systems		
Derig shore telephone lines		
Inspect alarm switchboards		
Inspect amplified communication systems		
Inspect liquid level alarm sensing devices		
Inspect pressure alarm sensing devices		
Inspect shore telephone systems		
Inspect sound-powered telephone systems		
Install Portable Ship Control Units (PSCU)		
Remove Portable Ship Control Units (PSCU)		
Repair liquid level alarm sensing devices		
Repair shore telephone systems		
Repair sound-powered telephone systems		
Replace amplified communication system components		
Rig shore telephone lines		
Test alarm switchboards		
Test amplified communications system components (e.g. microphones, loudspeakers, intercommunicating stations, etc.)		
Test liquid level alarm sensing devices		
Troubleshoot shore telephone systems		
Troubleshoot sound-powered telephone systems		

** Supv Init may be LPO or E5 or above designee

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ELECTRONIC NAVIGATION SYSTEMS

Task Objective	** Supv Init	Date
Calibrate gyrocompass systems		
Clean Electromagnetic (EM) log indicator transmitters		
Clean gyrocompass systems		
Clean Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Workstations (NWS), Navigation Sonar Systems (NSS), Inertial Navigation System (INS) consoles, etc.)		
Clean radar systems		
Clean synchro signal amplifiers		
Clean Voyage Management System (VMS) components		
Establish Inertial Navigation Systems (INS) and subsystems required operating condition (e.g. startup, shut down, navigate, etc.)		
Establish required radar operating condition (e.g. startup, shut down, etc.)		
Establish required Voyage Management Systems (VMS) operating condition (e.g. start up, shutdown, etc.)		
Inspect gyrocompass systems		
Inspect Inertial Navigation Systems (INS) and subsystems (e.g. Navigation Sonar Systems (NSS), Inertial Navigation Systems (INS) consoles, Navigations Workstations (NWS), etc.)		
Inspect radar system components		
Inspect Voyage Management System (VMS) components		
Interpret fathometer displays		
Interpret radar displays		
Obtain sounding data using fathometers		

** Supv Init may be LPO or E5 or above designee

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GENERAL ELECTRICAL SYSTEMS

Task Objective	** Supv Init	Date
Adjust Central Atmosphere Monitoring System (CAMS) equipment		
Adjust valve control system components		
Calibrate Central Atmosphere Monitoring System (CAMS) equipment		
Clean Central Atmosphere Monitoring System (CAMS) equipment		
Clean flow meter systems		
Clean mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)		
Clean pressure sensing devices		
Clean ship's entertainment systems		
Clean synchro repeaters		
Clean Tank Level Indicator (TLI) systems		
Clean valve control system components		
Clean valve position indicating system components		
Inspect Central Atmosphere Monitoring System (CAMS) equipment		
Inspect flowmeter systems		
Inspect mast position indication system components (e.g. limit switches, position switches, proximity magnet switches, etc.)		
Inspect pressure sensing devices		
Inspect Tank Level Indicator (TLI) systems		
Inspect valve control system components		
Inspect valve position indicating system components		
Maintain ship's entertainment systems		
Replace navigation lights		
Replace synchro repeater system components		
Replace valve control system components		
Replace valve position indicating system components		
Shutdown Central Atmosphere Monitoring System (CAMS) equipment		
Startup Central Atmosphere Monitoring System (CAMS) equipment		
Test ship's entertainment systems		
Troubleshoot valve control system components		
Troubleshoot valve position indication system components		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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MISCELLANEOUS

Task Objective	** Supv Init	Date
Maintain chronometers		
Rig bridge (e.g. dive, surface, in port, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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NAVIGATION AND PILOTING

Task Objective	** Supv Init	Date
Calculate environmental effects on ship's movements (e.g. wind, tide, set and drift, etc.)		
Calculate gyrocompass error		
Compare fathometer readings with charts		
Compare gyrocompass and inertial headings		
Compute advance and transfer		
Compute azimuths		
Compute course and speed made good		
Compute position uncertainty		
Convert between Greenwich Mean Time (GMT) and Zone Time (ZT)		
Convert between relative bearings and true bearings		
Correlate speed, time, and distance		
Fix ship's position (e.g. bearing and range to single point, latitude/longitude, multiple soundings, etc.)		
Interpret navigation sound signals (e.g. bell, gong, whistle, etc.)		
Obtain visual bearings (e.g. alidade, periscope, seaman's eye, etc.)		
Plot ship's position		
Plot weather message information		
Provide courses for ship's positioning (e.g. precision anchoring, storm evasion, contact management, etc.)		
Provide recommended actions based on Navigation Rules and Regulations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

POWER GENERATION AND DISTRIBUTION SYSTEMS

Task Objective	** Supv Init	Date
Align Action Cut-Out (ACO) switchboards		
Align Interior Communications (IC) switchboards		
Clean Action Cut-Out (ACO) switchboards		
Clean Interior Communications (IC) switchboards		
Inspect Action Cut-Out (ACO) switchboard components		
Inspect Interior Communications (IC) switchboards		
Shift power sources using bus transfer devices (e.g. Automatic, Manual, etc.)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SHIP CONTROL SYSTEMS

Task Objective	** Supv Init	Date
Clean Ballast Control Panels (BCP)		
Clean depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)		
Clean depth sensing systems		
Clean Ship's Control Panels (SCP)		
Clean ship's control system components (e.g. Position Control Units (PCU), feedback transmitters, display screens, etc.)		
Inspect Ballast Control Panels (BCP)		
Inspect depth control systems (e.g. hovering, forward hovering, missile compensation, etc.)		
Inspect depth sensing system components		
Inspect Ship's Control Panels (SCP)		
Inspect ship's control system components (e.g. planes angle transmitters, depth/course rate, Remote Interface Controllers (RIC), etc.)		
Replace ship's angle indicator system components (e.g. planes indicators, depth/course rate, depth/course error, etc.)		
Troubleshoot ship's angle indicator systems		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

COMMAND MASTER CHIEF:

COMMANDING OFFICER:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.



Electronics Technician - Navigation Seaman Recruit to Seaman

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Submarine School (BESS) ¹	Groton, CT	A-060-0011	47 days	
Apprentice Technical Training (ATT) ¹	Groton, CT	A-100-0316	11 days	
Tactical Computers and Network Operator (TCNO) ¹	Groton, CT	A-531-0767	26 days	
Electronic Technician Navigation Block 0 (CORE) ¹	Groton, CT	A-102-0700	10 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None				

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T19A - Electronic Technician Navigation Block 0A (SSN STRAND) ¹	Groton, CT	A-102-0701	26 days	
T30A - SSI4 Navigation Subsystem Operator/Maintainer Replacement ¹	Kings Bay, GA / Bangor, WA	A-193-0449	14 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Electronics Technicians Navigation Operators serve on board multiple classes of submarines. Their responsibilities include preparing for and conducting basic submarine navigation and piloting evolutions. Navigation Operators also operate and perform basic preventive maintenance on electronic navigation equipment, interior communications systems, announcing circuits, atmosphere monitoring equipment, alarm and warning circuits, and ship control subsystems. While at sea, the Navigation Operators will operate and monitor Atmosphere Monitoring systems, Inertial Navigation systems, electronic navigation equipment, and gyrocompass systems while under the supervision of senior personnel.

RECOMMENDED BILLET ASSIGNMENTS

STUDENT enrolled in the above courses.

SEA DUTY onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced: <input type="text"/>	Eligible Advancement Date: <input type="text"/>	Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>	Security Clearance Level: <input type="text"/>	Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Basic Qualification (Enlisted)		
Topside Sentry/Brow Watch/Roving Patrol		
Petty Officer of the Deck (POOD)		
Food Service Attendant		
Trash Compactor		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Department		
RADAR Operator		
In-Rate		
Lookout		
Helmsman/Planesman(except VA class)		
Fathometer		
Missile Compartment Roving Patrol (MCRP) ¹		
Duty Nav ET		
Quartermaster of the Watch (QMOW)		
Navigation Center Watch (Inport)		
Navigation Center Watch (At-Sea)		
Maintenance		
3M 301 Maintenance Person		
QA 301 Craftsman		

¹ - Only for SSBN

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Career Waypoint [REDACTED]	Accept Orders [REDACTED]	Screening [REDACTED]
Exception Family Member [REDACTED]	Exception Family Member [REDACTED]	Medical/Dental [REDACTED]	Reverse Sponsor [REDACTED]	Obligate [REDACTED]
MNA [REDACTED]	MNA [REDACTED]	MNA [REDACTED]	Relocation (FFSC) [REDACTED]	Bonus [REDACTED]
Mil to Mil [REDACTED]	Eval [REDACTED]	SRB [REDACTED]	SRB [REDACTED]	
Family Care Plan [REDACTED]				
Continuous Overseas Tours (COT) [REDACTED]				
Overseas Tour Extension Incentive Program (OTEIP) [REDACTED]				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [REDACTED] (verify account access)	MNA [REDACTED] (extend in current field)	MNA [REDACTED] (apply for billets)	MNA [REDACTED] (apply for billets)	Sign Eval [REDACTED]
Family Care Plan [REDACTED]		Start Eval [REDACTED]		
Mil to Mil [REDACTED]		Reverse Sponsor [REDACTED]		
		Incentives/EOS opportunities [REDACTED]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [REDACTED]	MED/DEN [REDACTED]	Copy of Records [REDACTED]	Copy of Records [REDACTED]
Complete DD 2648 [REDACTED]	Relocation [REDACTED]	Official Record CD [REDACTED]	PSD [REDACTED]
Transition Planning [REDACTED]	Relocation Services (FFSC) [REDACTED]	Arrange Ceremony [REDACTED]	MED/DEN [REDACTED]
Annual Statement of Service History (ASOSH) [REDACTED] Reserve Only	Reserve Affiliation [REDACTED]	Request Leave / PTDY [REDACTED]	DD 214* [REDACTED]
	VA/DVA [REDACTED]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
SS Lookout	SOBT	DODUSNSLCSOBT_95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Acoustic and Sound Ray Theory	Navy e-Learning	METOC-045-795-311-007		
SS Voyage Management System Operator	SOBT	DODUSNSLCSOBT_12009	6 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster <i>by Norman Palmer</i>	
Thunder Below <i>by Adm Eugene B. Fluckey</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
The Submarine - A History <i>by Thomas Parrish</i>	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion <i>by Stephen Johnson</i>	
The Silent War - The Cold War Battle Beneath The Sea <i>by John Pina Craven</i>	



Electronics Technician - Navigation Petty Officer Third Class (Apprentice/Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Submarine School (BESS) ¹	Groton, CT	A-060-0011	47 days	
Apprentice Technical Training (ATT) ¹	Groton, CT	A-100-0313	5 weeks	
Tactical Computers and Network Operator (TCNO) ¹	Groton, CT	A-531-0767	26 days	
Electronic Technician Navigation Block 0 (CORE) ¹	Groton, CT	A-102-0700	10 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Navigation Supervisor Mod I ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0003	2 weeks	
Navigation Supervisor Mod II ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0066	2 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T19A - Electronic Technician Navigation Block 0A (SSN STRAND) ¹	Groton, CT	A-102-0701	26 days	
T30A - SSI4 Navigation Subsystem Operator/Maintainer Replacement ¹	Kings Bay, GA / Bangor, WA	A-193-0449	14 weeks	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Electronics Technicians Navigation Operators serve on board multiple classes of submarines. Their responsibilities include preparing for and conducting basic submarine navigation and piloting evolutions. Navigation Operators also operate and perform basic preventive maintenance on electronic navigation equipment, interior communications systems, announcing circuits, atmosphere monitoring equipment, alarm and warning circuits, and ship control subsystems. While at sea, the Navigation Operators will operate and monitor Atmosphere Monitoring systems, Inertial Navigation systems, electronic navigation equipment, and gyrocompass systems while under the supervision of senior personnel. The ETV3 is in a transitional stage at this point in his career. He will continue to learn repair techniques and will pursue formal and informal training in order to qualify as Quartermaster of the Watch.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

SHORE DUTY Maintenance Facilities located at Submarine homeports to include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam. COMSUBLANT/SUBPAC operations centers in Norfolk, VA and Pearl Harbor, HI.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Basic Qualification (Enlisted)		
Topside Sentry/Brow Watch/Roving Patrol		
Petty Officer of the Deck (POOD)		
Below Decks Watch (BDW)		
Food Service Attendant		
Trash Compactor		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Department		
RADAR Operator		
In-Rate		
Lookout		
Helmsman/Planesman(except VA class)		
Fathometer		
Missile Compartment Roving Patrol (MCRP) ¹		
Quartermaster of the Watch (QMOW)		
Duty Nav ET		
Navigation Center Watch (Inport)		
Navigation Center Watch (At-Sea)		
Maintenance		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
QA 301 Craftsman		
QA 302 Controlled Material Petty Officer (CMPO)		

¹ - Only for SSBN

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**** Various degree options are available in the Advanced Education section. ****

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course ⁵	Water front/ Flightline/ Various ⁴	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Firefighting Techniques	SOBT	DODUSNSLCSOBT_ 96059	1 hour	
SS Paint & Preservation	SOBT	DODUSNSLCSOBT_ 05105	1 hour	
SS Self Contained Breathing Apparatus (SCBA)	SOBT	DODUSNSLCSOBT_ 04003	1 hour	

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRF-C-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_ 02011	7 hours	
SS Bottom Contour Navigation	SOBT	DODUSNSLCSOBT_ 97077	1 hour	
Submarine Hazardous material Inventory and Management Systems (SHIMS)	Navy e-Learning	CNET12723		
SS Craftsman Fundamentals	SOBT	DODUSNSLCSOBT_03158		
SS Lookout	SOBT	DODUSNSLCSOBT_ 95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Safety Practices	Navy e-Learning	NIDA-93951101		
Introduction to Digital Electronics	Navy e-Learning	NIDA-93954101		
Introduction to Microprocessors	Navy e-Learning	NIDA-9395T821		
Basic Shipboard Electrical Equipment	Navy e-Learning	CNET12279		
SS Maneuvering Board	SOBT	ICW-N-00041		
Rules of the Nautical Road	SOBT	DODUSNSLCSOBT_ 03171	4 hours	
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_ 04029	30 mins	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_ 06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_ 06033	13 hours	
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
SS Voyage Management System Operator	SOBT	DODUSNSLCSOBT_ 12009	6 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Death of the USS Thresher - The Story Behind History's Deadliest Submarine Disaster <i>by Norman Palmer</i>	
Thunder Below <i>by Adm Eugene B. Fluckey</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</i>	
The Submarine - A History <i>by Thomas Parrish</i>	
Silent Steel - The Mysterious Death of the Nuclear Attack Sub USS Scorpion <i>by Stephen Johnson</i>	
The Silent War - The Cold War Battle Beneath The Sea <i>by John Pina Craven</i>	



Electronics Technician - Navigation Petty Officer Second Class (Journeyman)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navigation Supervisor Mod I ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0003	2 weeks	
Navigation Supervisor Mod II ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0066	2 weeks	
Navigation Maintenance Training Pipeline (Los Angeles) (T18A) ¹	Groton, CT	A-102-0392	20 weeks	
Seawolf Class Navigation Maintenance Pipeline (T23A) ¹	Bangor, WA	A-102-0255	28 days	
Virginia Class Navigation Maintenance Pipeline (T20A) ¹	Groton, CT	A-102-0130	16 weeks	
Strategic Weapons System (SWS) Navigation Supervisor ¹	Bangor, WA / King's Bay, GA	A-193-0446	4 weeks	
SSGN Class Navigation Maintenance Pipeline (T16A) ¹	Bangor, WA / King's Bay, GA	A-102-0415	17 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	
SSI4 Navigation Subsystem Operator/Maintainer (T30A) ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
Trident Electronics Technician Navigation Maintainer (SSI4) Pipeline (T31A) ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Submarine Force Quality Assurance Inspector ¹	Norfolk, VA / Groton, CT / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Seawolf Ship Control System ^{1 2}	Syracuse, NY	A-623-0118	18 days	
SSN 774 Ship Control Maintenance ^{1 3}	Groton, CT	A-623-0131	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - Course required to perform maintenance on Seawolf SCS equipment.

³ - Course required to perform maintenance on Virginia SCS equipment.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T18A - Navigation Maintenance Training Pipeline (Los Angeles) ¹	Groton, CT	A-102-0392	20 weeks	
T23A - Seawolf Class Navigation Maintenance Pipeline ¹	Bangor, WA	A-102-0255	28 days	
T20A - Virginia Class Navigation Maintenance Pipeline ¹	Groton, CT	A-102-0130	16 weeks	
T16A - SSGN Class Navigation Maintenance Pipeline ¹	Bangor, WA / King's Bay, GA	A-102-0415	17 weeks	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
T30A - SSI4 Navigation Subsystem Operator/Maintainer ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
T31A - Trident Electronics Technician Navigation Maintainer (SSI4) Pipeline ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Electronics Technicians Navigation Maintainers serve on board multiple classes of submarines. Their responsibilities include preparing for and executing basic submarine navigation and piloting evolutions. Navigation Maintainers also operate and perform preventive and corrective maintenance on electronic navigation equipment, interior communications, announcing circuits, atmosphere monitoring equipment, alarm and warning circuits, and ship control subsystems. While at sea, the Navigation Maintainers will operate and monitor Atmosphere Monitoring systems, Inertial Navigation systems, electronic navigation equipment, and gyrocompass systems while under the supervision of senior personnel.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

SHORE DUTY: Maintenance Facilities and Submarine Learning Facilities located at Submarine homeports to include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam. COMSUBLANT/SUBPAC operations centers in Norfolk, VA and Pearl Harbor, HI.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, Instructor, RDC, Security.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Below Decks Watch (BDW)		
Petty Officer of the Deck (POOD)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Department		
RADAR Operator		
In-Rate		
Missile Compartment Roving Patrol (MCRP) ¹		
Navigation Supervisor		
Quartermaster of the Watch (QMOW)		
Duty Nav ET		
Navigation Center Watch (Inport)		
Navigation Center Watch (At-Sea)		
Strategic Navigation Center Supervisor (SSBN)		
Maintenance		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
QA 302 Controlled Material Petty Officer (CMPO)		
QA 305 Quality Assurance Inspector (QAI)		

¹ - Only for SSBN

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Lookout	SOBT	DODUSNSLCSOBT_ 95009	1 hour	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_ 02011	7 hours	

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Rules Of The Nautical Road	SOBT	DODUSNSLCSOBT_ 03171	4 hours	
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Safety Practices	Navy e-Learning	NIDA-93951101		
SS Maneuvering Board	SOBT	ICW-N-00041		
Rules of the Nautical Road	SOBT	DODUSNSLCSOBT_ 03171	4 hours	
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_ 04029	30 mins	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_ 06030	20 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_ 06033	13 hours	
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
Operational Machinery Safety	MNP	CNE-EPOC-WBS-02.14		
SS Voyage Management System Operator	SOBT	DODUSNSLCSOBT_ 12009	6 hours	
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_ 02011	7 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Wahoo - The Patrols of America's Most Famous World War II Submarine <i>by Richard H. O'Kane, Rear Admiral USN</i>	
Silent Running - My Years on a World War II Attack Submarine <i>by James E. Calvert Vice Admiral USN Ret</i>	
War in the Boats - My World War II Submarine Battles <i>by Captain William J. Ruhe USN Ret</i>	
Clear the Bridge - The War Patrols of the USS Tang <i>by RADM Richard H. O'Kane</i>	
Dive, Dive, Dive - Submarines at War <i>by Michael Gunton</i>	
War Beneath The Sea - Submarine Conflict During World War II <i>by Peter Padfield</i>	



Electronics Technician - Navigation Petty Officer First Class (Journeyman/Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navigation Maintenance Training Pipeline (Los Angeles) (T18A) ¹	Groton, CT	A-102-0392	20 weeks	
Seawolf Class Navigation Maintenance Pipeline (T23A) ¹	Bangor, WA	A-102-0255	28 days	
Virginia Class Navigation Maintenance Pipeline (T20A) ¹	Groton, CT	A-102-0130	16 weeks	
SSGN Class Navigation Maintenance Pipeline (T16A) ¹	Bangor, WA / King's Bay, GA	A-102-0415	17 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	
SSI4 Navigation Subsystem Operator/Maintainer (T30A) ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
Trident Electronics Technician Navigation Maintainer (SSI4) Pipeline (T31A) ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Submarine Force Quality Assurance Inspector ¹	Norfolk, VA / Groton, CT / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-557-0082	9 days	
Prospective Submarine Assistant Navigator (T21A); Requires a completed ANAV qualification card to attend ^{1 2}	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
Seawolf Ship Control System ^{1 3}	Syracuse, NY	A-623-0118	18 days	
SSN 774 Ship Control Maintenance ^{1 4}	Groton, CT	A-623-0131	12 days	

¹ - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

² - T21A NEC awarded upon completion of the PANAV course.

³ - Course required to perform maintenance on Seawolf SCS equipment.

⁴ - Course required to perform maintenance on Virginia SCS equipment.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T18A - Navigation Maintenance Training Pipeline (Los Angeles) ¹	Groton, CT	A-102-0392	20 weeks	
T23A - Seawolf Class Navigation Maintenance Pipeline ¹	Bangor, WA	A-102-0255	28 days	
T20A - Virginia Class Navigation Maintenance Pipeline ¹	Groton, CT	A-102-0130	16 weeks	
T16A - SSGN Class Navigation Maintenance Pipeline ¹	Bangor, WA / King's Bay, GA	A-102-0415	17 weeks	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
T21A - Prospective Submarine Assistant Navigator; Requires a completed ANAV qualification card to attend ^{1 2}	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
T30A - SS14 Navigation Subsystem Operator/Maintainer ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
T31A - Trident Electronics Technician Navigation Maintainer (SS14) Pipeline ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - T21A NEC awarded upon completion of the PANAV course.

JOB DESCRIPTION

First Class Electronics Technicians are expected to be senior maintenance technicians and navigation experts. With the training and qualification gained thus far, you will be able to lead the work center in all aspects preventive and corrective equipment maintenance. Additionally, you will be expected to assist the navigator with the various facets of conventional navigation. All second tour NAV ETVs will stand watch as QMOW and Navigation Supervisor to include duties of chart preparation and navigation planning and qualify as ANAV by their third year at sea.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

SHORE DUTY: Maintenance Facilities and Submarine Learning Facilities located at Submarine homeports to include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

COMSUBLANT/SUBPAC operations centers in Norfolk, VA and Pearl Harbor, HI.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, Instructor, RDC, DAPA, SARP, Career Counselor.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Below Decks Watch (BDW)		
Chief of the Watch (COW)(except VA class)		
Pilot (VA Class)		
Duty Chief Petty Officer (DCPO)		
Command Duty Officer (Shore Duty)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Department		
RADAR Operator		
In-Rate		
Missile Compartment Roving Patrol (MCRP) ¹		
Strategic Navigation Center Supervisor (SSBN)		
Navigation Supervisor		
Quartermaster of the Watch (QMOW)		
Duty Nav ET		
Navigation Center Watch (Inport)		
Navigation Center Watch (At-Sea)		
Surfaced Contact Manager ²		
Assistant Navigator (ANAV)		
Maintenance		
3M 303 Work Center Supervisor (WCS)		
QA 305 Quality Assurance Inspector (QAI)		
QA 306 QA Planner		
QA 307 QA Work Center Supervisor		

1 - Only for SSBN

2 - Prerequisite Qualification for ANAV

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_02011	7 hours	
SS Bottom Contour Navigation	SOBT	DODUSNSLCSOBT_97077	1 hour	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Contact Coordinator	SOBT	DODUSNSLCSOBT_98115	4 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	
SS Rules Of The Nautical Road	SOBT	DODUSNSLCSOBT_03171	4 hours	

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Drydock Safety	SOBT	DODUSNSLCSOBT_ 93035	1 hour	
SS Line Handling	SOBT	DODUSNSLCSOBT_03195	3 hours	
Safety Practices	Navy e-Learning	NIDA-93951101		
Hazardous Materials Safety Procedures	MNP	CNE-EPOC-WBS-02.12.01-02-00001		
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_ 04029	30 mins	
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_ 02011	7 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Wahoo - The Patrols of America's Most Famous World War II Submarine <i>by Richard H. O'Kane, Rear Admiral USN</i>	
Silent Running - My Years on a World War II Attack Submarine <i>by James E. Calvert Vice Admiral USN Ret</i>	
War in the Boats - My World War II Submarine Battles <i>by Captain William J. Ruhe USN Ret</i>	
Clear the Bridge - The War Patrols of the USS Tang <i>by RADM Richard H. O'Kane</i>	
Dive, Dive, Dive - Submarines at War <i>by Michael Gunton</i>	
War Beneath The Sea - Submarine Conflict During World War II <i>by Peter Padfield</i>	



Electronics Technician - Navigation Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Prospective Submarine Assistant Navigator (T21A) ¹	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
Navigation Maintenance Training Pipeline (Los Angeles) (T18A) ¹	Groton, CT	A-102-0392	20 weeks	
Seawolf Class Navigation Maintenance Pipeline (T23A) ¹	Bangor, WA	A-102-0255	28 days	
Virginia Class Navigation Maintenance Pipeline (T20A) ¹	Groton, CT	A-102-0130	16 weeks	
SSGN Navigation Maintenance Pipeline (T16A) ¹	Bangor, WA / King's Bay, GA	A-102-0415	23 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	
SSI4 Navigation Subsystem Operator/Maintainer (T30A) ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
Trident Electronics Technician Navigation Maintainer (SSI4) Pipeline (T31A) ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Seawolf Ship Control System ^{1 2}	Syracuse, NY	A-623-0118	18 days	
SSN 774 Ship Control Maintenance ^{1 3}	Groton, CT	A-623-0131	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Course required to perform maintenance on Seawolf SCS equipment.

3 - Course required to perform maintenance on Virginia SCS equipment.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T21A - Prospective Submarine Assistant Navigator; Requires a completed ANAV qualification card to attend ^{1 2}	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
T18A - Navigation Maintenance Training Pipeline (Los Angeles) ¹	Groton, CT	A-102-0392	20 weeks	
T23A - Seawolf Class Navigation Maintenance Pipeline ¹	Bangor, WA	A-102-0255	28 days	
T20A - Virginia Class Navigation Maintenance Pipeline ¹	Groton, CT	A-102-0130	16 weeks	
T16A - SSGN Navigation Maintenance Pipeline ¹	Bangor, WA / King's Bay, GA	A-102-0415	23 weeks	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
T30A - SSI4 Navigation Subsystem Operator/Maintainer ¹	King's Bay, GA / Bangor, WA	A-193-0449	14 weeks	
T31A - Trident Electronics Technician Navigation Maintainer (SSI4) Pipeline ¹	King's Bay, GA / Bangor, WA	A-623-0481	21 weeks	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - T21A NEC awarded upon completion of the PANAV course.

JOB DESCRIPTION

Assignment as the Department or Division Leading Chief Petty Officer is the recommended assignment for those at sea. Those that have earned the T21A NEC may also be assigned to an ANAV billet. The Navigation Division LCPO is responsible for the proper administration, qualification, and training of personnel and the administration and material upkeep of the equipment assigned to the navigation division. The Navigation LCPO also provides personnel and divisional support for the ANAV's duties. The ANAV will assist the Navigator in all aspects of navigating, piloting, and in the administration of navigational charts and publications

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam.

SHORE DUTY Instructor Duty, Squadron, TYCOM, Maintenance Activity and Submarine Learning Center

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced: <input type="text"/>		Eligible Advancement Date: <input type="text"/> Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>		Security Clearance Level: <input type="text"/> Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Chief of the Watch (COW)(except VA class)		
Pilot (VA Class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Command Duty Officer (Shore Duty)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
In-Rate		
Strategic Navigation Center Supervisor (SSBN)		
Navigation Supervisor		
Surfaced Contact Manager ¹		
Assistant Navigator (ANAV)		
Maintenance		
3M 304 LCPO/Division Officer		
QA 305 Quality Assurance Inspector (QAI)		
QA 306 QA Planner		
QA 307 QA Work Center Supervisor		

1 - Prerequisite Qualification for ANAV

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various ⁴	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_ 02011	7 hours	
SS Bottom Contour Navigation	SOBT	DODUSNSLCSOBT_ 97077	1 hour	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_ 06030	20 hours	
SS Contact Coordinator	SOBT	DODUSNSLCSOBT_ 98115	4 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_ 06033	13 hours	
SS Rules Of The Nautical Road	SOBT	DODUSNSLCSOBT_ 03171	4 hours	

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS OOD Navigation	SOBT	DODUSNSLCSOBT_01052		
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_04029	30 mins	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine <i>by Edward L. Beach</i>	
The Last Patrol <i>by Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan <i>by Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War <i>by Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish <i>by Ken Henry and Don Keith</i>	



Electronics Technician - Navigation Senior Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Prospective Submarine Assistant Navigator (T21A) ¹	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Seawolf Ship Control System ^{1 2}	Syracuse, NY	A-623-0118	18 days	
SSN 774 Ship Control Maintenance ^{1 3}	Groton, CT	A-623-0131	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Course required to perform maintenance on Seawolf SCS equipment.

3 - Course required to perform maintenance on Virginia SCS equipment.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T21A - Prospective Submarine Assistant Navigator; Requires a completed ANAV qualification card to attend ^{1 2}	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
8COB - Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	2 weeks	
8CSC - Command Senior Chief (CMDSCS) ¹	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - T21A NEC awarded upon completion of the PANAV course.

JOB DESCRIPTION

Assignment as the Assistant Navigator and/or Department Leading Chief Petty Officer is the recommended assignment for those at sea. The Navigation and Operations Department is responsible for the proper administration, qualification, and training of personnel and the administration and material upkeep of the equipment assigned to the Department. Those that have earned the T21A NEC may also be assigned to an ANAV billet. The ANAV will assist the Navigator in all aspects of navigating, piloting, and in the administration of navigational charts and publications.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam. Onboard Submarine Tenders which are home ported overseas.

SHORE DUTY includes: Submarine Learning Center, Maintenance Activity or other jobs in support of submarine operations such as SUBLANT, SUBPAC, NSSC, & Submarine Squadrons. ANAV qualified personnel also fill TYCOM billets as SEAC (Submarine Exercise Area Coordinator), Watch Floor ANAV and Navigation Evaluator on CRE Teams.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor, 3MC.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Chief of the Watch (COW)(except VA class)		
Pilot (VA Class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Command Duty Officer (Shore Duty)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
In-Rate		
Strategic Navigation Center Supervisor (SSBN)		
Navigation Supervisor		
Surfaced Contact Manager ¹		
Assistant Navigator (ANAV)		
Maintenance		
3M 304 LCPO/Division Officer		
QA 305 Quality Assurance Inspector (QAI)		
QA 306 QA Planner		
QA 307 QA Work Center Supervisor		
Other		
Command Master Chief/Chief of the Boat		
Strategic Weapons System Master Chief (SWSMC)		

¹ - Prerequisite Qualification for ANAV

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_02011	7 hours	
SS Bottom Contour Navigation	SOBT	DODUSNSLCSOBT_97077	1 hour	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Contact Coordinator	SOBT	DODUSNSLCSOBT_98115	4 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	
SS Rules Of The Nautical Road	SOBT	DODUSNSLCSOBT_03171	4 hours	

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_04029	30 mins	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine <i>by Edward L. Beach</i>	
The Last Patrol <i>by Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan <i>by Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War <i>by Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish <i>by Ken Henry and Don Keith</i>	



Electronics Technician - Navigation Master Chief Petty Officer (Master)

NAME: _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Prospective Submarine Assistant Navigator (T21A) ¹	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
Voyage Management System 9 Operator Course ¹	Groton, CT / Norfolk, VA / King's Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	A-061-0069	10 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Seawolf Ship Control System ^{1 2}	Syracuse, NY	A-623-0118	18 days	
SSN 774 Ship Control Maintenance ^{1 3}	Groton, CT	A-623-0131	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Course required to perform maintenance on Seawolf SCS equipment.

3 - Course required to perform maintenance on Virginia SCS equipment.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
T21A - Prospective Submarine Assistant Navigator; Requires a completed ANAV qualification card to attend ^{1 2}	Groton, CT / Pearl Harbor, HI	A-061-0029	3 weeks	
8COB - Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	2 weeks	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) ¹	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) ¹	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser ¹	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - T21A NEC awarded upon completion of the PANAV course.

JOB DESCRIPTION

Chief of the Boat is the recommended assignment for those at sea. The COB is a senior enlisted Sailor on a submarine who assists and advises the commanding officer and executive officer on matters regarding the good order and discipline of the crew. The COB is generally responsible for the day-to-day operations, the morale and the training of the boat's non-commissioned personnel. Those E-9's that have earned the T21A NEC may also be assigned as the Assistant Navigator. Department LCPO or 3MC billets are also available.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY Onboard nuclear fast attack submarines (SSN), ballistic missile submarines (SSBN) or guided missile submarines (SSGN). Submarine homeports include Groton, CT; Norfolk, VA; Kings Bay, GA; Bangor, WA; San Diego, CA; Pearl Harbor, HI; and Agana, Guam. Onboard Submarine Tenders which are home ported overseas.

SHORE DUTY includes: Squadron, TYCOM, Maintenance Activity, and Submarine Learning Center

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor, Ships 3MC.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Chief of the Watch (COW)(except VA class)		
Pilot (VA Class)		
Duty Chief Petty Officer (DCPO)		
Diving Officer of the Watch (DOOW)		
Command Duty Officer (Shore Duty)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarines (Enlisted)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
In-Rate		
Strategic Navigation Center Supervisor (SSBN)		
Navigation Supervisor		
Surfaced Contact Manager ¹		
Assistant Navigator (ANAV)		
Maintenance		
3M 304 LCPO/Division Officer		
QA 305 Quality Assurance Inspector (QAI)		
QA 306 QA Planner		
QA 307 QA Work Center Supervisor		
Other		
Command Master Chief/Chief of the Boat		
Strategic Weapons System Master Chief (SWSMC)		

¹ - Prerequisite Qualification for ANAV

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ETV-Electronics Technician, Submarine, Navigation rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	Computing Technology Industry Association (CompTIA)	CompTIA A+	
	Computing Technology Industry Association (CompTIA)	CompTIA Network+	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Avionics Electronics Technician (AVN)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
	International Information Systems Security Certification Consortium, Inc. (ISC) ²	Systems Security Certified Practitioner (SSCP)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level (Associate CET)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ETV-Electronics Technician, Submarine, Navigation rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.netc.navy.mil/>.

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
	Electric-Motor Repairer	
	Electrician	
	Electronics Technician	
	Internetworking Technician	
	Radio Mechanic	

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ETV-Electronics Technician, Submarine, Navigation Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Captains, Mates, and Pilots of Water Vessels
Electrical and Electronic Engineering Technologists and Technicians
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
Inspectors, Testers, Sorters, Samplers, and Weighers
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Timing Device Assemblers and Adjusters
Training and Development Managers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted])
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]
Overall Score [redacted] / [redacted]
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Sexual Assault Prevention and Response Awareness (SAPR) ³	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention ³	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS Advanced Navigation	SOBT	DODUSNSLCSOBT_02011	7 hours	
SS Bottom Contour Navigation	SOBT	DODUSNSLCSOBT_97077	1 hour	
SS Collisions Presentation	SOBT	DODUSNSLCSOBT_06030	20 hours	
SS Contact Coordinator	SOBT	DODUSNSLCSOBT_98115	4 hours	
SS Grounding Presentations	SOBT	DODUSNSLCSOBT_06033	13 hours	
SS Rules Of The Nautical Road	SOBT	DODUSNSLCSOBT_03171	4 hours	

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders ⁴	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SS OOD Navigation	SOBT	DODUSNSLCSOBT_01052		
SS Radar Navigation and Contact Management	SOBT	DODUSNSLCSOBT_04029	30 mins	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes & Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Submarine <i>by Edward L. Beach</i>	
The Last Patrol <i>by Harry Holmes</i>	
Silent Victory - The U.S. Submarine War Against Japan <i>by Clay Blair JR</i>	
Rising Tide - The Untold Story of the Russian Submarines That Fought the Cold War <i>by Gary Weir and Walter J. Boyne</i>	
Gallant Lady - A Biography of the USS Archerfish <i>by Ken Henry and Don Keith</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Electronics Technician - Navigation Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR ETV

Recommended Associates' degrees for the Seaman
Electronic Engineering Technologies
Electronic Instrumentation Technology
Applied Electronic Studies
Quality Control and Safety
General and Liberal Studies
Management

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR ETV

Recommended Bachelors/Masters degrees for the Seaman
Business Administration
Electronic Instrumentation Technology
Electronic Engineering Technologies
Computer Information Systems
Quality Control and Safety
Applied Science and Technology
General and Liberal Studies
Management

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN
AAS in Applied Electronics Studies: Electronic Systems
(Total 60 Semester Hours Minimum)

[Thomas Edison State College, http://www.tesc.edu/index.php](http://www.tesc.edu/index.php)

CURRICULUM DEGREE REQUIREMENTS

	Credit Hours Required	Needed for a 3rd Class Petty Officer
General Education Requirements		
English Composition	6	6
Humanities	3	3
Social Science	3	3
Mathematics	3	3
General Education Electives	6	4
Major Area of Study (Electronic Systems)	21	0
FREE ELECTIVES	18	7
Excess Military Credits may be applied to Free Electives		
TOTAL REQUIRED HOURS	60	26

A.S. Industrial Management Technology
(Total 60 Semester Hours Minimum)

[Florida Community College http://opencampus.fccj.org/mei/ncpdip/ed_plans/imt/index.html](http://opencampus.fccj.org/mei/ncpdip/ed_plans/imt/index.html)

CURRICULUM DEGREE REQUIREMENTS

	Credit Hours Required	Needed for a 1st Class Petty Officer
General Education Requirements		
English Composition I	3	3
Social Science	3	3
Mathematics	3	3
Humanities	3	3
Natural Science	3	3
Professional Courses		
Principles of Management	3	-
OSHA Safety	3	3
Introduction to Business	3	3
Professional Dev. in the Work Environment	3	3
Supervision & Performance Improvement	3	3
Technical Report Writing	3	3
Microcomputer Applications	3	-
Professional Electives - minimum	24	-
TOTAL REQUIRED HOURS	60	30

ACE Recommended Professional Elective credits by Rate:

	<u>Military</u>	<u>Recruit Training</u>	<u>A School</u>
E3	7	2	4
E4	18	2	4
E5	18	2	4
E6	18	2	4
E7	18	2	4
E8	18	2	4
E9	18	2	4

Further credits given may be awarded for experience and C School

* Disclaimer: Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training.

SAMPLE DEGREE PLAN

Bachelor of Applied Science in Resources and Technology Management (120 credit hours)

Troy State University, <http://www.troy.edu/>

CURRICULUM DEGREE REQUIREMENTS

For more information, see the index listings for baccalaureate degree parameters, general studies, and academic regulations.

Specialized General Studies Requirements

The 48 hours of general studies must include six hours of Principles of Economics I & II and MTH 2201 completed with a grade of C or better.

Additional Specialized Requirements

Students must complete the following lower-level courses (or their approved transfer credit equivalents) with a grade of C or higher in each course before registering for any upper level course in the business curriculum: ENG 1101/03, ENG 1102/04, MTH 2201, IS 2241, ACT 2291, ACT 2292, ECO 2251, ECO 2252, QM 2241, LAW 2221, and all 2000-level courses in the major and minor. Students may enroll concurrently in the last of these courses along with their initial 3000-level courses subject to their adviser's approval and consistent with published prerequisite requirements. Under no condition may a student enroll in a 4000-level course without the satisfactory completion (grade of C or higher) of the lower-level courses listed above. Transfer credit will not be awarded for any course to be used in the business core or major in which a C grade or higher has not been achieved. Students must achieve an overall C average in both their business core and their business major in order to be eligible to graduate. All courses should be taken in the appropriate numerical sequence (i.e., 3000-level courses should be completed before attempting 4000-level courses).

Specialized technical courses (12-18 hours)

Credit will be awarded for specialized technical knowledge based upon one or all of the following: American Council of Education credit recommendations, credit for experiential learning that has been evaluated by Troy University faculty and approved by the appropriate dean or transfer work from regionally accredited (Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, etc.) post-secondary community college or technical schools as approved by the Academic Council. Specializations are not available in fields of study that are offered through Troy University as majors, programs, or minors, i.e., nursing, computer science, information systems, or education. Specialized technical knowledge and course work will normally be recognized in the following areas which are incorporated under the technology resources management program:

Acquisitions/Contracts	Air Traffic Control	Aircraft Maintenance	Aviation Operations
Contracts and Acquisitions	Electronics	Fire Science	Military Science
Other Approved Technical Areas			

For a student to qualify for the transfer of technical credit from a regionally accredited community college or technical school, he or she must have a minimum of 18 semester hours of transferable credit (in the same technical field) with a minimum overall grade point average of 2.0 on a 4.0 scale.

Upper level business or technology electives (12-18 hours)

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2